

# Kentucky's Highway Incident Management Task Force

## Draft Meeting Summary

May 16, 2006

### Meeting Attendees:

General Maxwell C. Bailey	Kentucky Emergency Management
Dan Barnett	Kentucky Transportation Cabinet – DriveSmart
John Crossfield	Kentucky Transportation Cabinet – Traffic Operations
David Devers	Kentucky Transportation Cabinet – Public Affairs
Jack Flowers	State Fire Marshal's Office
Andy Fluegeman	ODOT – District 8
Robert Francis	Kentucky Department of Environmental Protection
Shari Greenwell	Kentucky Transportation Cabinet – State Highway Engineer's Office
Lt. Col. Dean Hayes	Kentucky State Police
Ron Herrington	LFUCG – Traffic Safety Coalition
Allen Johnson	Kentucky Firefighters Association
Chuck Knowles (Chair)	Kentucky Transportation Cabinet – State Highway Engineer's Office
Tim Koenig	Erlanger Fire Department / Kentucky Association of Fire Chiefs
Tim Schoch	Northrop Grumman - ARTIMIS
Monica Barrett	Kentucky Transportation Center
Jennifer Walton	Kentucky Transportation Center

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Chuck Knowles welcomed those in attendance and allowed time for self-introductions (*Agenda Item I*). A sign-in sheet was circulated and handouts were distributed. (Refer to Attachment A for a copy of the handouts distributed at the meeting.)

Chuck began the meeting by asking those in attendance to review the minutes from the past meeting (*Agenda Item II*). (They were initially distributed electronically on 3-15-05 and redistributed on 5-15-06 by KTC staff.) There were no changes to the minutes and a motion was made by Tim Koenig to accept them as distributed. A second motion was made by Shari Greenwell. There were none opposed.

Chuck then asked the KTC staff to update the Task Force on progress made on the previous action items (*Agenda Item III*).

**Update to Task Force** - Jennifer Walton reviewed the list of agencies that had been invited to participate on the Task Force. Three agencies were invited for the first time to this meeting: State Fire Marshal's Office (Jack Flowers), Louisville Public Works (Mark Adams), and the Insurance Institute of Kentucky (Carl Sumner). Four other agencies had been invited to this meeting and the previous one and had not responded: Kentucky Office of the State Medical Examiner (Dan Able); Kentucky Board of Emergency Medical Services (Brian Bishop); Kentucky Motor Transport Association (Ned Sheehy); and Kentucky Professional Firefighters' Association (Bruce Roberts). General Bailey, Jack Flowers, John Crossfield, and others on the Task Force indicated that they knew some of the individuals who had not responded and they

would contact them personally to encourage them to participate. Dan Barnett indicated that there was a state association for coroners. He will provide a name and/or contact information to KTC staff.

**Condensed presentation for Task Force** – A presentation providing an overview of Kentucky’s Highway Incident Management program and Task Force was made available to Task Force members on 4/12/06. The presentation should be downloaded using the following link:  
<http://128.163.152.205/unveiling.htm>

**Establishment of New Local IM Teams** – Jennifer stated that the IM teams in Lexington, Louisville, and Northern Kentucky (Cincinnati) had been visited and received the information on the Task Force and Incident Management program. Jennifer will be working with General Bailey to identify the appropriate Emergency Management contacts in Bowling Green, Pikeville, and possibly Ashland in order to form new local teams. General Bailey indicated that Tony Keithly was formerly the contact in Bowling Green, but has now been transferred to a new position in Frankfort. Jennifer will be working with General Bailey to begin the establishment of these new teams and to discuss the incorporation of highway incident management into Kentucky Emergency Management’s county incident management teams. Chuck Knowles suggested having a Highway Crash Site Management workshop in Bowling Green as a “kick-off” to the new IM team in that area.

**Sharing Info with Responders** – Jennifer shared with the Task Force the list of agencies or conferences receiving presentations on behalf of the Task Force:

Kentucky Sheriff’s Association – December 10, 2005  
Louisville Freeway Incident Management Task Force – March 9, 2006  
Cincinnati / Northern Kentucky Regional Incident Management Task Force – March 20, 2006  
Lifesavers’ Conference – April 24 – 26, 2006  
Towing & Recovery Association of Kentucky – April 29, 2006  
Lexington Traffic Safety Coalition – May 10, 2006  
Governor’s Health & Safety Conference – May 10, 2006

No presentation will be made at the State Police Summit, since it has been cancelled. KTC is tentatively planning to have a booth at the Kentucky State Fire School Conference on June 9 and 10 in Lexington. A presentation is also scheduled for KACO on July 13, 2006 and for the APCO/KENA conference being held on September 5-7, 2006. Jennifer is also working on getting the information out to Kentucky League of Cities and at the Kentucky EMS Conference & Exposition. KTC may provide information at the Kentucky Association of Fire Chiefs annual meeting in November. Jennifer expressed that distributing information via written articles might be the best way to reach a large number of responders.

**Getting the Word Out** – Dan Barnett, DriveSmart, and David Devers, Public Affairs, joined the meeting to discuss the message for motorists and how to distribute it. Jennifer asked participants to note pages 2 and 3 of the handout (dealing with “How to Respond to an Incident”). Andy Fluegeman thought “Don’t Gawk!” was missing from the message that needed to be communicated to motorists approaching an incident. General Bailey stated that we need to fold

this message into what is already out there. Methods of reaching the public that were specifically mentioned at the meeting included: pamphlets (at rest stops, motels and distribution by insurance companies), local TV & radio spots, an incident management web site, press releases, audio news releases, roadway signs (for quick clearance), updates to the Drivers' Licensing Handbook, and updates to the State Traffic School curriculum. Dan Barnett commented that he wasn't sure how much space would be available at the State Fair this year for distributing materials. KTC staff will work with DriveSmart and Public affairs to begin a public information campaign.

**Update of the Mission Statement** – Monica Barrett reported that the mission statement had been updated as requested at the previous meeting.

**Interagency Agreement** – Monica stated that the Interagency Agreement for the Task Force had been reviewed by the KYTC legal office and was ready for signing. Several people signed at the meeting; others, not in attendance, will be contacted to sign the agreement. KTC will attempt to bring all these signatures together on a single document for the next meeting of the Task Force. A press release will be issued once the Interagency Agreement is signed by all parties.

**Articles on IM program to Publications** – Monica stated that she had contacted individuals regarding a list of publications, but follow-up was still needed on this item. Allen Johnson stated that KTC staff could send an article to him and he would get it in Smoke Signal, to be distributed to firefighters. General Bailey suggested contacting Buddy Rogers, KYEM's public information officer, to obtain a list of responder publications. Ron Herrington will provide contact information for the police publication.

**Review of National Plans** – Monica sought clarification on this action item. On what type of plans or specific information did the Task Force want to focus their attention? Chuck stated that the focus should be on parking and resource management at the scene of an incident. General Bailey will contact DOCJT for review of this issue to determine what they teach regarding equipment and parking at the scene. Lt. Colonel Hayes stated that he thought very little was taught at the State Police Academy regarding this issue. KTC staff will gather information on this subject and then contact the Task Force about establishing a sub-committee to review the material and recommend guidelines. Andy said he could get some snap shots using the ARTIMIS cameras of how parking and equipment is currently handled at the scene of an incident. John Crossfield will check to see if TRIMARC cameras can be used to do the same thing.

Chuck then transitioned into discussing the remaining project tasks within the State Planning & Research Project, "Incident Management Strategic Plan Recommendations" (*Agenda Item IV*). The first three tasks are well underway, but the last two dealing with performance measures and implementation of action strategies have not specifically been addressed. Before asking KTC to discuss these issues, Chuck noted that the research project had been extended through June 30, 2007 and additional funding had been added to the project.

**Performance Measures** – Jennifer asked the Task Force to refer to pages 4 through 6 of their handout dealing specifically with performance measures. General Bailey suggested that the Task Force focus on the following performance measures that dealt with safety:

Number of injuries / fatalities in work zones  
Number of secondary crashes  
Number of responders injured or killed at an incident scene

Tim Schoch suggested that the clearance of the roadway should also be added as a key performance measure. KTC staff will take this list of four performance measures and determine if this data is available and if not, how it might be obtained.

**Action Strategies for Implementation** – Chuck stated that he felt like the Task Force was already working on various action items and that no more should be added at this time. The Task Force seemed to agree.

Next, Chuck asked Jennifer to talk briefly about the Highway Crash Site Management workshop material (*Agenda Item V*). Jennifer gave the Task Force an overview of this interagency training and explained that a way was needed to get this curriculum to a larger number of responders through basic and interagency training. General Bailey will check with Horace Johnson and Wayne Mullanix about making this course available to responders through DOCJT and KYEM.

Chuck asked if there was any other business. Dan Barnett informed the Task Force that “Move Over” sticker decals had been provided to the Towing & Recovery Association of Kentucky. These decals are also available to others. Contact Dan to obtain them. John Crossfield distributed a Spanish booklet and asked if anyone might be interested in getting this printed. The booklet can be used to help responders communicate with the Hispanic population. Tim Schoch asked Chuck about getting approval for putting a move over statement on the Dynamic Message Signs. Ron Herrington commented about the 19-hour road closure on I-75 in Scott County on Friday, and asked for review of the Cabinet’s policy on maintenance activities during peak travel periods.

The following action items were recorded during the meeting (*Agenda Item VI*):

- **General Bailey, Jack Flowers, John Crossfield, and others on the Task Force indicated that they knew some of the individuals who had not responded to the Task Force invitation and they would contact them personally to encourage them to participate.**
- **Dan Barnett will provide a name and/or contact information to KTC staff for the state coroners’ association.**
- **Jennifer will be working with General Bailey to begin the establishment of the new local incident management teams and to discuss the incorporation of highway incident management into Kentucky Emergency Management’s county incident management teams.**
- **KTC staff will work with DriveSmart and Public affairs to begin a public information campaign.**
- **KTC staff will work to get the interagency agreement signed by all agencies. KTC will attempt to bring all these signatures together on a single document for the next meeting of the Task Force.**
- **KTC staff will work with David Devers on a press release to be issued upon obtaining all the signatures for the interagency agreement.**
- **KTC staff will follow-up with Task Force members regarding publications that might be used to reach responders on the Task Force and Highway Incident Management program.**

- **Allen Johnson will get the article published through Smoke Signal.**
- **KTC will contact Buddy Rogers (KYEM) for a responder publication list.**
- **Ron Herrington will provide contact information in order to get an article published and distributed to police.**
- **General Bailey will contact DOCJT to determine what they teach regarding equipment and parking at the scene.**
- **KTC staff will gather information on parking and resource management and then contact the Task Force about establishing a sub-committee to review the material and recommend guidelines.**
- **Andy will use the ARTIMIS cameras to capture images of how parking and equipment is currently handled at the scene of an incident.**
- **John Crossfield will check to see if TRIMARC cameras can also capture images of how parking and equipment is currently handled at the scene of an incident.**
- **KTC staff will take the list of four performance measures identified at the meeting and determine if this data is available and if not, how it might be obtained.**
- **General Bailey will check with Horace Johnson and Wayne Mullanix about making the Highway Crash Site Management course available to responders through DOCJT and KYEM.**
- **Task Force members should contact Dan Barnett to obtain “Move Over” decals.**

The next meeting of the Task Force was tentatively scheduled for late July or early August.

The meeting was adjourned around 10:45 at which time Chuck took several of the Task Force members on a tour of the Fusion Center.



# Incident Management Task Force

May 16, 2006 at 9:00 am  
Kentucky Transportation Cabinet Building  
1<sup>st</sup> Floor Conference Center – Room C418

## AGENDA

- I. Welcome and Introductions
- II. Approval of Past Meeting Minutes
- III. Review of Previous Action Items
  - a. Update to Task Force
  - b. Condensed presentation for Task Force members
  - c. Establishment of New Local IM Teams
  - d. Sharing Info with Responders
  - e. Getting the Word Out - "How to Respond to an Incident"
  - f. Update of Mission Statement
  - g. Interagency Agreement
  - h. Articles on IM program to Publications
  - i. Review of National Plans
- IV. Remaining Project Tasks
  - a. Performance Measures
  - b. Action Strategies for Implementation
- V. Other Business
  - a. Highway Crash Site Management
- VI. Review of Action Items / Next Meeting
- VII. Closing & Tour of the Fusion Center

❖ **“How to Respond to an Incident” –  
for a driver approaching an incident**

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- ✓ Slow Down
- ✓ Move Over
- ✓ Stay Alert
- ✓ Be Patient
- ✓ Minimize Distractions
- ✓ Merge ASAP
- ✓ Don't Tailgate
- ✓ Avoid the Area

❖ **“How to Respond to an Incident” –  
for a driver involved in a crash**

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- ✓ Stop Your Vehicle
- ✓ Move to the Shoulder or Off the Roadway if Possible
- ✓ Check to See if Anyone Needs First Aid
- ✓ Call the Police

### ❖ **“How to Respond to an Incident” – for a driver with a disabled vehicle**

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- ✓ Get Off the Roadway if Possible
- ✓ Turn on Your Emergency Flashers
- ✓ Turn on the Dome Light if Dark
- ✓ Tie Something White (or Bright Colored) to the Antenna or Window to Request Aid
- ✓ Stand Away From the Vehicle (if in the Roadway)
- ✓ Stay in Vehicle if on the Roadside

### ❖ **“How to Respond to an Incident” – methods to reach motorists**

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- |              |  |
|--------------|--|
| ✓ Billboards | ✓ Gasoline Pump Stickers               |
| ✓ Road Signs | ✓ Education Pamphlets                  |
| ✓ Web Sites  | ✓ Bumper Stickers                      |
| ✓ PSAs       | ✓ Drivers' License Manual              |
| ✓ State Map  | ✓ Info Packet When<br>Renewing License |





## **Establishing Performance Measures**

### **❖ Performance Measures from the Literature Review**

- ❖ Total number of responses per agency
- ❖ Response time
- ❖ Traveler delay time
- ❖ Clearance time / crash duration
- ❖ Number of crashes
- ❖ Number of secondary crashes

## **Establishing Performance Measures**

### **❖ Performance Measures from the Literature Review**

- ❖ Number of service patrol assists
- ❖ Air quality
- ❖ Fuel consumption
- ❖ Detection & verification time
- ❖ Coordination among agencies
- ❖ Cost associated with response, management, & clearance of crashes

## **Establishing Performance Measures**

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## **Establishing Performance Measures**

### **❖ Possible Performance Measures from the IMSP**

- ❖ Injuries / Fatalities in Work Zones
- ❖ Number of Secondary Crashes
- ❖ Number of responders injured or killed at an incident scene
- ❖ Traveler Delay in Work Zones
- ❖ Time to Reopen the Roadway
- ❖ Record of Incident Management Training

## **Establishing Performance Measures**

### **❖ Possible Performance Measures from the IMSP**

- ❖ Time to Detect Incidents**
- ❖ Time to Respond and Clear HazMat Incidents**
- ❖ Time to Respond to an Incident**
- ❖ Number of After-Action Reviews**
- ❖ Amount and Type of Info Available to the Public**

## **Establishing Performance Measures**

### **❖ Possible Performance Measures from the IMSP**

- ❖ Record of Incident Info Flowing to TOC or Local TMC**
- ❖ Record of Incident Info for Dissemination**
- ❖ Motorist Survey**
- ❖ Responder Survey**



**High Priority Action Strategies**

Action Strategy	Specific Steps to Implementation		
	Immediate (1 year)	Mid-term (2 to 3 years)	Long-term (3 to 5 years)
<b>A6. Public Information Campaign</b>	A6.3 A6.5	A6.1 A6.2 A6.4	
<b>A7. Alternate Route Plans</b>	A7.1 A7.2	A7.3 A7.6 A7.7	
		A7.4 A7.5	
<b>A8. Vehicle Parking Plans</b>	A8.1	A8.2	
<b>A10. Cleanup of Small Fuel Spills</b>	A10.1	A10.3	
	A10.2	A10.4	
<b>A11. HAZMAT Ordinances</b>	A11.1	A11.3	
	A11.2	A11.4	
<b>A12. Quick Clearance and Vehicle Removal</b>	A12.1	A12.2	
		A12.3	
<b>A22. Incident Reporting Hotline</b>		A22.1 A22.2 A22.3	
<b>A24. Reference and Ramp Markers</b>	A24.1	A24.2	
<b>A27. Communications Interoperability</b>		A27.1 A27.2	
		A27.3	
<b>A33. ITS at Critical Locations</b>	A33.1	A33.3	
	A33.2		
<b>A35. 511 System Enhancements</b>	A35.2	A35.1 A35.3 A35.4	
<b>A38. Interagency Training</b>	A38.1	A38.3	
	A38.2		
<b>A39. Traffic Control for Emergency Responders</b>	A39.1	A39.2	A39.3
<b>A42. I.M. Task Force</b>	A42.1		
	A42.2		
		A42.3	
<b>A43. Local I.M. Teams</b>	A43.1	A43.3	
	A43.4	A43.2	
	A43.6	A43.5	
<b>A45. Post-Incident Debriefings</b>	A45.1	A45.3	
	A45.2		
<b>A47. Share Strategic Plan</b>	A47.1	A47.4	
	A47.2		
	A47.3		

## Medium Priority Action Strategies

Action Strategy	Specific Steps to Implementation		
	Immediate (1 year)	Mid-term (2 to 3 years)	Long-term (3 to 5 years)
A1. Emergency Vehicle Lighting	A1.1		
	A1.2 A1.3		
A4. End of Queue Warning	A4.1	A4.2	
A5. Incident Management Planning in Work Zones	A5.1	A5.2 A5.3	A5.4
A14. Push Bumpers	A14.1 A14.2	A14.3	
A16. Crash Reconstruction Equipment Comparison		A16.1 A16.2	A16.3
A17. Incident Response Team	A17.1	A17.2 A17.3	A17.4
A18. Freeway Service Patrols	A18.1	A18.2	
A19. On-Scene Traffic Manager	A19.1 A19.2	A19.3 A19.4 A19.5	
A20. Towing Incentive Program	A20.1 A20.2	A20.3 A20.4	A20.5
A21. Medical Examiner Policy	A21.1 A21.2	A21.3	
A25. Barrier Opens or Crossovers	A25.1 A25.2	A25.3	
A30. TMC Enhancement	A30.1	A30.2	
A32. Problems Providing Info to Public		A32.1	
		A32.2	
A34. Partnering with the Media	A34.1	A34.2 A34.4	
		A34.3	
A36. NIMS	A36.1	A36.2	
		A36.3	
A40. Dispatcher Training	A40.1	A40.2	
A41. I.M. Incorporated into Basic Training	A41.1 A41.2	A41.3	
A44. Incident Response Manuals		A44.1 A44.2 A44.3	
A48. Ranking of Incidents	A48.1	A48.2	

## Low Priority Action Strategies

Action Strategy	Specific Steps to Implementation		
	Immediate (1 year)	Mid-term (2 to 3 years)	Long-term (3 to 5 years)
<b>A2. Portable Barrier Curtains</b>	A2.1	A2.2	A2.3
<b>A3. Secondary Crash Investigation</b>	A3.1	A3.2	
		A3.3	
<b>A9. Open Roads Policy</b>	A9.1	A9.2	
<b>A13. Update CRASH Form</b>	A13.1	A13.2	
<b>A15. Crash Investigation Sites</b>	A15.1		
	A15.2		
<b>A23. Automatic Cargo Identification</b>	A23.1	A23.2	A23.3
			A23.4
<b>A26. AVL and CAD</b>	A26.1	A26.2	A26.3
<b>A28. Equipment Storage Sites</b>	A28.1	A28.3	
	A28.2		
<b>A29. 24-Hour Incident Response</b>	A29.1	A29.3	
	A29.2		
<b>A31. Sharing Info Among Agencies and TMC</b>	A31.1	A31.2	
		A31.3	
<b>A37. NHI Course</b>	A37.1		
	A37.2		
<b>A46. Mock Disaster Exercise</b>	A46.1	A46.2	
<b>A49. Statewide I.M. Conference</b>	A49.1		